



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

CPRIT Grantee Annual Compliance Training October 2020



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

Prevention

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Training Overview

- Introductions
- FWA Reporting
- Policy and Procedure Guide Overview
- Recent Administrative Rule Changes
- Required Reporting



Programmatic Contact - Prevention

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Grant Requirements Sources

- Texas Health and Safety Code Chapter 102
- Texas Administrative Code, Title 25, Chapters 701–703
- CPRIT Policies and Procedures Guide
- Uniform Grant Management Standards
- Grant Contract
- Request for Applications (RFA)
- Instructions for Applications (IFA)



Fraud, Waste, & Abuse



Fraud, Waste, & Abuse

How do I Make a Report?

Use Client Code #5124633190

(Users can remain anonymous)

Call

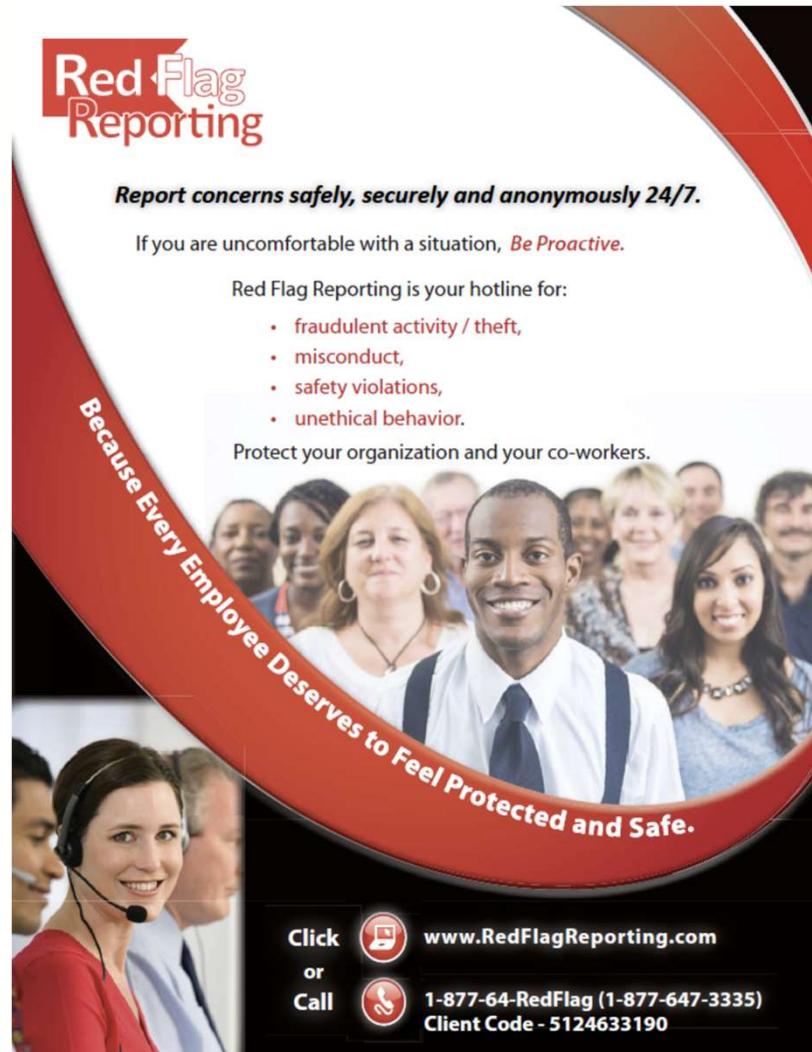
1-877-64-RedFlag
(1-877-647-3335)

Online

www.RedFlagReporting.com



Fraud, Waste, & Abuse

A poster for Red Flag Reporting. It features a large red curved banner across the middle. The top left has the 'Red Flag Reporting' logo. Below it, text encourages reporting concerns safely, securely, and anonymously 24/7. It lists examples of reportable issues: fraudulent activity, theft, misconduct, safety violations, and unethical behavior. A photo of a diverse group of smiling employees is in the background. A woman wearing a headset is in the bottom left corner. The bottom right contains contact information for clicking or calling, including a website, phone number, and client code.

Red Flag Reporting

Report concerns safely, securely and anonymously 24/7.



If you are uncomfortable with a situation, *Be Proactive.*

Red Flag Reporting is your hotline for:

- fraudulent activity / theft,
- misconduct,
- safety violations,
- unethical behavior.

Protect your organization and your co-workers.

Because Every Employee Deserves to Feel Protected and Safe.

Click  www.RedFlagReporting.com
or
Call  **1-877-64-RedFlag (1-877-647-3335)**
Client Code - 5124633190



Policies & Procedures Guide

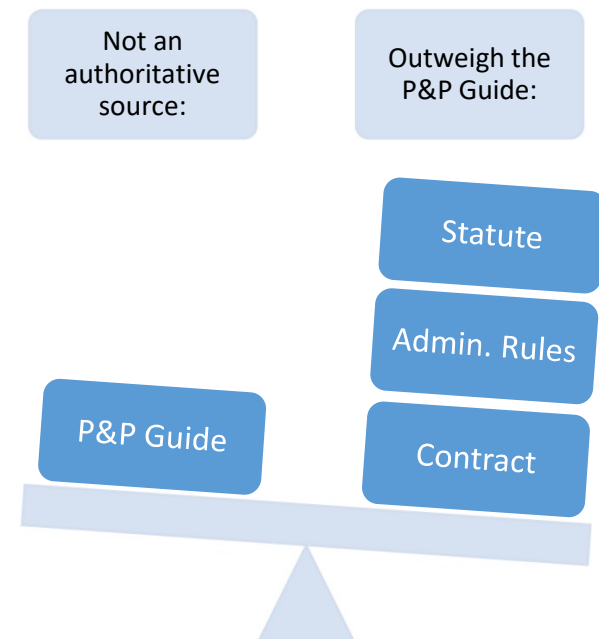
Main Sources of CPRIT Requirements

	Constitution	CPRIT's statute	CPRIT's Administrative Rules	Grant Contract	Policies & Procedures Guide
Source	Article III, Section 67 Texas Constitution (link)	Texas Health & Safety Code Chapter 102 (link)	Texas Administrative Code Chapters 701-703 (link)	Contract	P&P Guide (link)
Entity	Texas Legislature & voters	Texas Legislature	CPRIT	CPRIT	CPRIT
General frequency of changes	2007 (creation), 2019 (amendment)	Any changes must be done during a legislative session (every 2 years)	Quarterly	Periodic	Periodic

P&P Guide VS. Other Requirements

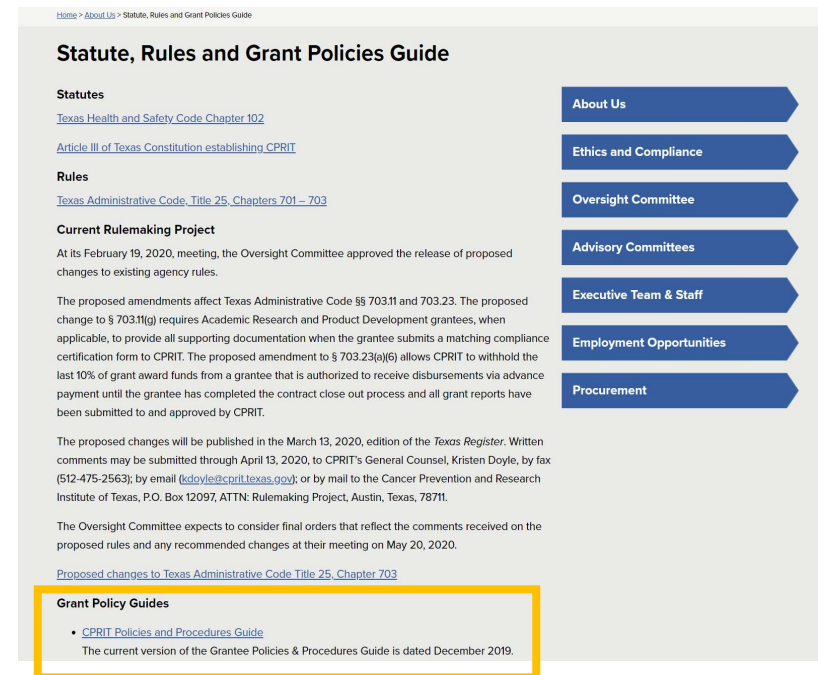


- If a conflict exists between a policy described in the P&P Guide and a state regulation, administrative rule, or contract provision, then the provisions of the applicable state regulation, administrative rule, or contract provision prevail.
- CPRIT relies on the Uniform Grant Management Standards (UGMS) when none of the above-mentioned sources provide answers.



Where to find the latest P&P Guide

1. Go to <https://cpr.it.texas.gov/>
2. Click on “About Us” in the top header
3. Click on the “Statute, Rules, and Grant Policies Guide” tab on the right-hand side of the page
4. Scroll down to Grant Policy Guides section and click on “CPRIT Policies and Procedures Guide”



Home > About Us > Statute, Rules and Grant Policies Guide

Statute, Rules and Grant Policies Guide

Statutes
[Texas Health and Safety Code Chapter 102](#)
[Article III of Texas Constitution establishing CPRIT](#)

Rules
[Texas Administrative Code, Title 25, Chapters 701–703](#)

Current Rulemaking Project
At its February 19, 2020, meeting, the Oversight Committee approved the release of proposed changes to existing agency rules.

The proposed amendments affect Texas Administrative Code §§ 703.11 and 703.23. The proposed change to § 703.11(g) requires Academic Research and Product Development grantees, when applicable, to provide all supporting documentation when the grantee submits a matching compliance certification form to CPRIT. The proposed amendment to § 703.23(a)(6) allows CPRIT to withhold the last 10% of grant award funds from a grantee that is authorized to receive disbursements via advance payment until the grantee has completed the contract close out process and all grant reports have been submitted to and approved by CPRIT.

The proposed changes will be published in the March 13, 2020, edition of the *Texas Register*. Written comments may be submitted through April 13, 2020, to CPRIT's General Counsel, Kristen Doyle, by fax (512-475-2563); by email (kdoyle@cpr.it.texas.gov); or by mail to the Cancer Prevention and Research Institute of Texas, P.O. Box 12097, ATTN: Rulemaking Project, Austin, Texas, 78711.

The Oversight Committee expects to consider final orders that reflect the comments received on the proposed rules and any recommended changes at their meeting on May 20, 2020.

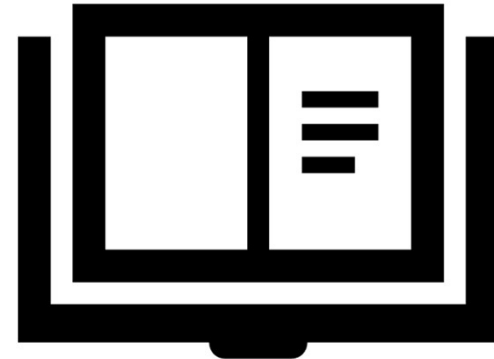
[Proposed changes to Texas Administrative Code Title 25, Chapter 703](#)

Grant Policy Guides

- [CPRIT Policies and Procedures Guide](#)
The current version of the Grantee Policies & Procedures Guide is dated December 2019.

Locating P&P Guide Updates

- Refer to the Version Control section at the beginning of the document.
- The Version Control section outlines which sections within the P&P Guide received updates from the previous edition.



How to Use the P&P Guide

- Each chapter is broken up into sections with descriptive headings. For the most part, the P&P Guide is organized in a chronological order to follow the life of a grant from application to close out.
- To find specific terms within the P&P Guide:
 - Use “Ctrl + F” on a PC
 - Use “Command + F” on a Mac



Receive Notification of Updates



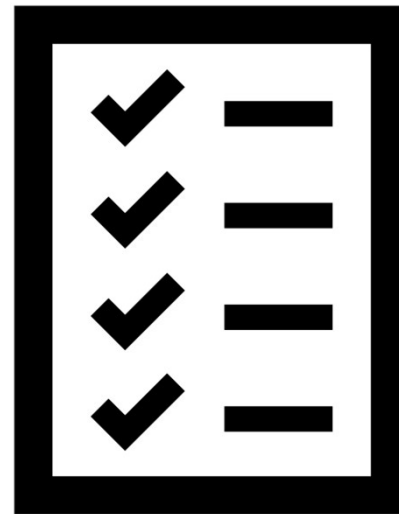
Subscribe to CPRIT's listserv (if you don't already receive CPRIT emails) by clicking on "Sign Up for Our Newsletter" in the footer of the CPRIT website.



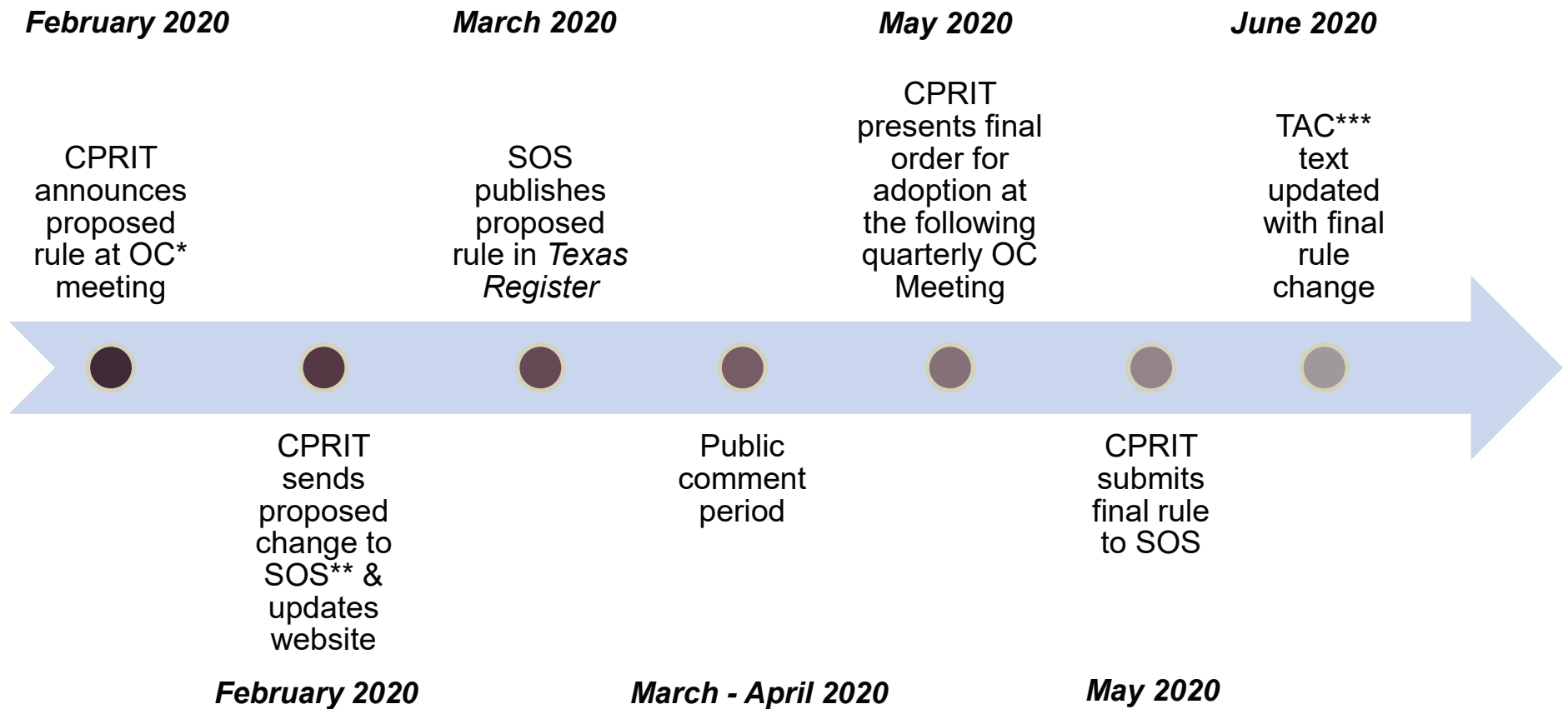
Administrative Rules

Rulemaking Process & Importance

- Since CPRIT is a state agency, it must follow the specific requirements of the Administrative Procedure Act (Tex. Gov't Code Chapter 2001) when the agency proposes either new rules or changes to existing rules.
- Many grantee requirements are found in CPRIT's administrative rules, which is why it's important for grantees to be familiar with the rulemaking process.

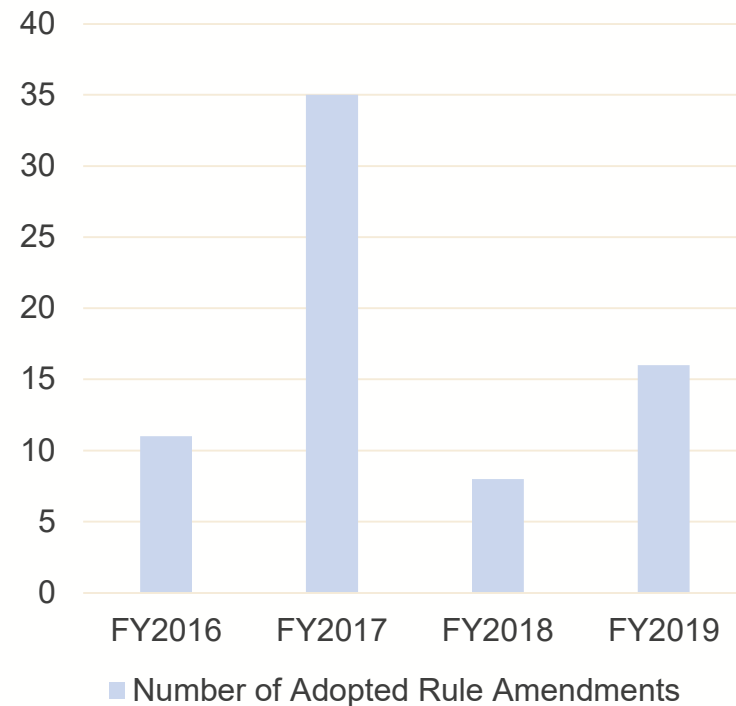


Overview of Rulemaking Timeline



Rule Amendments by the Numbers

- During FY2016 – FY2019, CPRIT adopted **70** rule amendments (an average of 17.5 rule changes approved by the Oversight Committee per fiscal year).
- Most of these changes related to grantees.



Where to find CPRIT's Administrative Rules

Statute, Rules and Grant Policies Guide

Statutes
[Texas Health and Safety Code Chapter 102](#)
[Article III of Texas Constitution establishing CPRIT](#)

Rules
[Texas Administrative Code, Title 25, Chapters 701 – 703](#)

Current Rulemaking Project
At its November 28, 2018, meeting, the Oversight Committee approved the release of proposed changes to existing agency rules.

The proposed amendments affect Texas Administrative Code §§ 703.3, 703.13, 703.21, and 703.22. The proposed changes are as follows: in § 703.3 to establish a process for a grant applicant to request a refund of an application fee under certain circumstances, in § 703.13 to change the due date of a grantee audit to 9 months after a grantee's fiscal year end, in § 703.21 to clarify the initial reporting period for quarterly progress report of a prevention grant with a contract effective date in the last quarter of a state fiscal year, and in § 703.22 to change the due date of annual grantee compliance training to December 31.

The proposed changes will be published in the January 4, 2019, edition of the *Texas Register*. Written comments may be submitted through February 4, 2019, to CPRIT's General Counsel, Kristen Doyle, by fax (512-475-2563); by email (kdoyle@cpriti.texas.gov); or by mail to the Cancer Prevention and Research Institute of Texas, P.O. Box 12097, ATTN: Rulemaking Project, Austin, Texas, 78711.

The Oversight Committee expects to consider final orders that reflect the comments received on the proposed rules and any recommended changes at their meeting on February 21, 2019.

[Proposed changes to Texas Administrative Code Title 25, Chapter 703](#)

Grant Policy Guides

Navigation Menu:
About Us
Ethics and Compliance
Advisory Committees
Executive Team & Staff
Employment Opportunities
Procurement

Link to current proposed rules

1. Go to <https://cpriti.texas.gov/>
2. Click on “About Us” in the top header
3. Click on the “Statute, Rules, and Grant Policies Guide” tab on the right-hand side of the page



Receive Notification of Updates



Subscribe to CPRIT's listserv (if you don't already receive CPRIT emails) by clicking on "Sign Up for Our Newsletter" in the footer of the CPRIT website.

The screenshot shows the footer of the Cancer Prevention & Research Institute of Texas (CPRIT) website. The footer is dark blue with white text. At the top, there is a navigation bar with links: Home, Our Programs, Apply for Funding, Grants Funded, Grants Process, News & Events, and About Us. Below this, the footer is divided into several sections. On the left, there are two columns of links under the heading "Cancer Prevention & Research Institute of Texas". The first column includes links for Employment, Procurement, Frequently Asked Questions, Open Records, Texas Cancer Plan, Compact with Texans, Fraud Reporting, and CEO Cancer Gold Standard. The second column includes links for NCI Approved Funder, Where the Money Goes, Texas Veterans Portal, Search Texas Sites, Texas Online, and Texas Homeland Security. In the center, there is a circular seal of the State of Texas. To the right of the seal, the text "CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS" is displayed. Further right, there is a yellow box with the text "Sign Up for Our Newsletter". Below this, there are two columns of social media links under the heading "Connect with Us". The first column includes links for Twitter, Facebook, YouTube, and LinkedIn. The second column includes a link for "TEXAS 4 NED" and a link for "Support Veterans". To the right of these links, there is a section titled "Contact Us" which includes "Physical Address" (1701 North Congress Avenue, Suite 6-127, Austin, TX 78701) and "Mailing Address" (PO Box 12097, Austin, TX 78711). At the bottom of the footer, there is a copyright notice: "© Copyright 2020 Cancer Prevention & Research Institute of Texas". To the right of the copyright notice, there are two links: "Site Policies" and "Report A Website Problem".

Home Our Programs Apply for Funding Grants Funded Grants Process News & Events About Us

- [Employment](#)
- [Procurement](#)
- [Frequently Asked Questions](#)
- [Open Records](#)
- [Texas Cancer Plan](#)
- [Compact with Texans](#)
- [Fraud Reporting](#)
- [CEO Cancer Gold Standard](#)
- [NCI Approved Funder](#)
- [Where the Money Goes](#)
- [Texas Veterans Portal](#)
- [Search Texas Sites](#)
- [Texas Online](#)
- [Texas Homeland Security](#)

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

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Connect with Us

- [Twitter](#)
- [Facebook](#)
- [YouTube](#)
- [LinkedIn](#)

TEXAS 4 NED

Contact Us

Physical Address
1701 North Congress Avenue, Suite 6-127
Austin, TX 78701

Mailing Address
PO Box 12097
Austin, TX 78711
512-463-3190
cprit@cprit.texas.gov

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[Site Policies](#)

[Report A Website Problem](#)

Recent Administrative Rule Changes

1. Grantee Budget Change/Transfer Request*
2. No Cost Extension Request
3. Matching Funds Supporting Documentation
4. Advance Funds Disbursements

*Proposed at the Aug. 19, 2020 Oversight Committee meeting



1. Grantee Budget Change/Transfer Request

- Requires that a grant recipient receive approval from CPRIT for all budget changes or transfers.
- Grantee budget change/transfer requests would still be submitted through CPRIT's Grant Management System (CGMS).
- This amendment will be considered for adoption at the November 18 Oversight Committee meeting.
- **TAC § 703.25(e)**



2. No Cost Extension Request

- Allows CPRIT to review a no cost extension request by a grantee with a pending report that has been submitted to but not yet approved by CPRIT.
- In general, a grantee must be in good fiscal and programmatic standing to receive a no cost extension. To be in good fiscal and programmatic standing, all currently due grant reports must be submitted to and approved by CPRIT.
- A grantee must provide justification explaining why they should receive a no cost extension, even though the grantee has reports pending approval.
- CPRIT will review the justification and either approve or deny the no cost extension request.
- **TAC § 703.14(c)**



3. Matching Funds Supporting Documentation

- A grantee that is required to expend matching funds must submit complete supporting documentation with the annual matching compliance certification form in CGMS.
- CPRIT will not review or approve a grantee's matching compliance certification form until all the supporting documentation is uploaded to CGMS.
- **TAC § 703.11(g)**



4. Advance Funds Disbursements

- CPRIT will withhold the last 10% of the grant award from a grantee who receives advance funds until all contract closeout requirements have been completed and the final reports have been submitted and approved.
- A grantee may request that CPRIT withhold less than 10% of the grant award.
- TAC § 703.23(a)(6)



Administrative Rule Changes

Q & A



Financial Status Reports (FSR)



FSRs – Findings & Errors

- No Justification for expenses paid in prior period that are included on current FSR
- When amounts on an invoice do not match the amount shown on the ledger, remember to indicate clearly on the invoice the amount(s) requested and which item(s) it is for.
- Reminder that we need to know which items we are reimbursing when there are multiple items on the same invoice and the grantee is only requesting part of the total invoice amount



FSRs – Findings & Errors

- Unreadable receipts (especially travel)
- Mis-categorization of expenses - especially “Contractual” versus “Other”
- Unallowable expenses: Fees for professional memberships
- If a report or FSR is disapproved, please act on the request and resubmit as soon as possible so that the report or FSR can be approved in a timely manner - new form doesn't populate until the current one is approved, etc.



FSRs – Findings & Errors

- Submitting ledgers with a lump sum on an item...finding, after reviewing the backup that the amount is the sum of five different invoices
- Foreign currency exchange rate sheets per the day of purchase (or inclusion of credit card statements showing rate of exchange)
- Re-emphasize the importance of timeliness, especially with FSRs around the deferral process
- Frequently documentation is not readable because of how it is scanned



FSRs - Allowable Costs

Costs should be:



Reasonable - Section 9.4.1

Allocable - Section 9.4.2

Adequately documented - Section 9.4.6

Note: CPRIT is responsible for making the final determination regarding whether an expense is an allowable expense

P&P Guide Reference:
9.4 Determining if a Cost is Allowable



FSRs - Unallowable Costs

Examples (not an exhaustive list)

- Individual Professional Membership fees
- Alcohol
- Tips & Gratuities
- Bad debt
- Lobbying costs
- Entertainment
- When in doubt, contact your CPRIT Grant Accountant for guidance

P&P Guide Reference:
9.5 Limitation on Cost Recovery



FSRs - Reporting

- No disbursement of grants funds will be made until all required financial and programmatic reports are **approved**
- If errors are made and adequate information is not provided, report will be disapproved and sent back for rework
- Allow enough time for ASO approval and submission **before** deadline



FSRs - Support Documentation

- Should be in same order as amounts listed on the expenditure report
- Should include payment dates for all transactions
- Should include the following:
 - expense categories
 - itemized expenses and invoices by category
 - description of items
 - date paid
 - amount paid
 - expense totals by category



FSRs - Support Documentation

- Uploaded **at the same time** FSR is submitted
- Include summary report of expenses (General Ledger)
- Supporting documentation must be maintained on-site



FSRs - Support Documentation

Ledger Amount	Total Invoice Amount	Line Item Expenses	Description	For CPRIT Reimbursement
\$3700	\$5000	\$1200	Item 1	\$1200
	-	\$1300	Item 2	-
	-	\$2500	Item 3	\$2500
Total				\$3700

Identify line item expenses for reimbursement when invoices contain multiple items. The expense totals on the FSR should match the expense found in the support documentation and the ledger



FSRs - Reporting Basics



CPRIT requires grantees to use cash basis accounting when reporting expenses to be reimbursed



FSRs - Support Documentation

- Report only expenses **paid** during the current reporting period
 - Request for reimbursement for expenses outside of the period (OTP) should include a request and justification with the FSR
 - Payroll is an **exception** to this requirement



FSRs - Contractual

Contractual Travel Costs	Required Support Documentation
Airfare	Itemized Amount
Mileage	Itemized Amount
Hotel	Itemized Amount
Meals	Receipts
Taxi/Uber	Receipts



Financial Status Reports

Q & A



FSR Travel & Support Documentation



FSRs - Travel / Findings & Errors

- Non-itemized meal receipts
- Lack of GSA per diem rates for applicable travel expenses
- Lack of conference/seminar information that an employee is attending, i.e. actual conference dates, location without acronyms
- Failure to include of hotel folio
- Lack of invoices related to travel (meals & taxi/Uber)
- Receipts need to be legible. Unallowed expenses need to be deducted



FSRs - Travel / Findings & Errors

- Grantees should review the travel support thoroughly for accuracy before submitting and have all support behind the travel voucher that it goes with
- Unallowed costs, illegible receipts, and calculations penciled in with no explanation provided
- Ensure that a complete and accurate expense report is included for all travel expenses including purpose of the trip
- Ensure that the itemized meal receipts are legible and identify the name of the employee claiming the meal



FSRs - Travel / Findings & Errors

- International travel prior approval: Change Not Otherwise Specified (CNOS) must include travel dates, travel destination, estimated costs, purpose of travel and the relation of the trip and the traveler to the award scope of work
- Issues with multiple meals on one receipt
- Lack of invoices related to travel (meals & taxi/Uber)
- Receipts need to be legible. Unallowed expenses need to be deducted
- Include printout of GSA rates for meals and lodging in FSR support docs



FSRs - Travel / Findings & Errors

- Level of Effort: Maintaining level of effort for PI/Co-PI as approved by SRC/OC to ensure adequate leadership of projects. Strong justifications for decrease will be reviewed along with CPRIT request to reduce the overall budget in ratio to % reduction
- Missing travel expense reports / purpose of travel
- PLOE needs to be accurate for each employee on the grant
- PLOEs need to be updated when FSR is submitted, not after-the-fact
- PLOE for either 0% effort or missing names from payroll and/or travel



FSRs - Travel / Findings & Errors

- PLOE: Importance of maintaining a current list of personnel working on projects in CGMS throughout the life cycle of an award
- Leaving employees off the PLOE or submitting PLOE with employees who are on the payroll, with zero percent level of effort
- PLOE change requests are sometimes incomplete – you must complete all the components:
 - type of appointment
 - number of months
 - % effort
 - justification for the change



FSRs - Travel

- A separate travel expense report should be submitted with all supporting documentation for each trip taken
- Travel expense reports **must** be approved by the employee's supervisor



FSRs - Travel

Expense Report Components

1. Grantee Name
2. Name of person traveling
3. Date(s) of travel
4. Purpose of the travel
5. Itemization of expenses
6. Proof of payment



P&P Guide Reference:
10.4.3.1 Travel Expense Reports



FSRs - Travel

Unallowable Travel Expenses

- Alcohol or gratuities
- Airfare costs that exceed coach class
- Foreign travel without prior CPRIT approval
- Travel outside of the grant contract effective dates
- Employee traveling not listed on Personnel Level of Effort (PLOE)
- Dates of travel occur outside of the employee's PLOE period (Travel Only Exception)

P&P Guide Reference:
10.4.3.2 Meal Expenses
10.4.1 Allowable Travel Costs



FSRs - Travel

- Travel incidentals, meals, and lodging – identify which specific supporting documents/amounts are included in each individual amount
- International travel requires prior approval
- If splitting with another funding source, show breakdown of CPRIT portion
- Provide itemized receipts for items paid for by credit card for receipt that shows lump sum receipts
- Meal and lodging expenses incurred more than one night before state business begins are not reimbursable unless traveling to the duty point reasonably requires more than one day or the expenses are incurred to qualify for a discount airfare.



Things to Remember

- Meal and/or credit card receipts should be legible
- Unallowable expenses need to be deducted from total



FSRs - Travel

Please Remember

- Only one meal per receipt
- Update PLOE to cover personnel and dates of travel
- Make sure receipt totals tie to expense report total

Customer:
[REDACTED]

Address:
[REDACTED]

Paid
Delivery in
21:46
5 items

[] 2 x Naan CA\$4.98
[] 1 x Thali Végétarien CA\$10.99
[] 1 x Poulet Tikka Masala CA\$12.99
[] 1 x 15.00 \$ Min. Commande CA\$0.59

** PLEASE DO NOT PROVIDE CUTLERY

Subtotal CA\$29.55
VAT CA\$4.34
Delivery fee CA\$3.99
Total: CA\$37.88



FSRs - Travel

- Employee must be listed on the Personnel Level of Effort (PLOE) form
- Grant funds can only be used to reimburse up to the amount of the GSA per diem rate
- An expense report should include an attachment of GSA rate printout for the travel location(s)



FSRs - Travel

The screenshot shows the TexTravel website interface. At the top, there is a header for Glenn Hegar, Texas Comptroller of Public Accounts, with navigation links like 'What's New?', 'Calendars/Schedules', 'Policies/Procedures (FPP)', 'Forms', 'Publications', 'Training', 'Contacts', and 'Subscribe'. Below this is a breadcrumb trail: 'FM >> FMX >> Travel'. The main navigation bar includes 'General', 'Rates', 'Transportation', 'Meals/Lodging', 'Exceptions', 'Miscellaneous', 'Examples', and 'Documentation'. The 'Rates' section is active, showing 'Current Rates' and 'Historical Rates' tabs. The 'Current Rates' section is titled 'Fiscal 2018 Travel Reimbursement Rates' and includes a search bar and a 'Table of Contents' link. A table lists reimbursement rates for employees, with a red box highlighting the 'Domestic Maximum Per Diem Rates' link. The table also includes information about in-state or out-of-state meals and lodging, and a reference to the GSA's federal travel rates effective Oct. 1, 2017. On the right side, there are links to 'Forms' (Travel Voucher, Request to Increase Maximum Lodging Rate, Travel to Washington DC - OSFR Official Form) and 'Other Resources'.

Glenn Hegar · Texas Comptroller of Public Accounts

What's New? · Calendars/Schedules · Policies/Procedures (FPP) · Forms · Publications · Training · Contacts · Subscribe

FM >> FMX >> Travel

Search FMX

Printer Friendly

Table of Contents

General Rates Transportation Meals/Lodging Exceptions Miscellaneous Examples Documentation

Rates

Current Rates

Historical Rates

Current Rates

Fiscal 2018 Travel Reimbursement Rates

Employees

In-State or Out-of-State Meals and Lodging

Refer to the GSA's federal travel rates effective Oct. 1, 2017.

Domestic Maximum Per Diem Rates

If the city is not listed, but the county is listed, use the daily rate of the county.

For locations not listed (city or county), the daily rates are:

Search Textravel

Forms

Travel Voucher (73-174)

Request to Increase Maximum Lodging Rate

Travel to Washington DC - OSFR Official Form

Other Resources

➤ CPRIT follows TexTravel guidelines for reimbursement of travel: <https://fm.x.cpa.texas.gov/fmx/travel/texttravel/index.php>



FSRs - Travel

GSA | BUYING & SELLING | REAL ESTATE | POLICY & REGULATIONS | SMALL BUSINESS | TRAVEL | SHARED SERVICES

Home > Travel > Plan & Book > Per Diem Rates

> Overview

FY 2020 Per Diem Highlights

Per Diem Mobile App

FAQ

Per Diem Contacts

M&IE Breakdown

Factors Influencing Lodging Rates

Per Diem Boundaries

Fire Safe Hotels

Per Diem Look-up

Per Diem Files

Fiscal Year 2020 Per Diem Rates Now Available

Please note! The FY 20 rates are NOT the default rates until October 1, 2019.

You must follow these instructions to view FY 20 rates. Select 2020 from the drop-down list under "Search By City, State, or ZIP" or "Search by State." Otherwise, the search returns FY 19 rates.

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [Per Diem tool](#) to calculate trip allowances.

Search by City, State or ZIP

For Fiscal Year: 2019 (Current Year) ▼

Texas ▼

Austin

OR

ZIP

Find Rates




FSRs - Travel

Home > Travel > Plan & Book > Per Diem Rates > Per Diem Look-up

FY 2019 Per Diem Rates for Austin, Texas



I'm interested in: Lodging Rates Meals & Incidentals (M&IE) Rates New Search



Lodging by month (excluding taxes) | October 2018 - September 2019

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

Filter Results...

Primary Destination 	County 	2018 Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$145	\$145	\$145	\$160	\$160	\$160	\$145	\$145	\$145	\$145	\$145	\$145

Showing 1 to 1 of 1 entries



FSRs - Travel

- Grantees utilizing a central travel department may provide the transactional document for airfare purchases as proof of expense (must be accompanied by an expense report)
- If per diem for meals is requested on the travel authorization, meal receipts are not required



FSRs - Travel

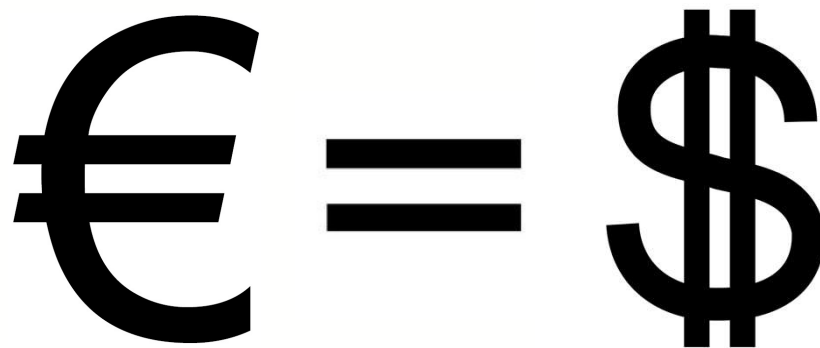
- An individual may claim less than the maximum meal reimbursement rate for a duty point and use the amount of the reduction to increase the maximum lodging reimbursement rate for the duty point (per day)
- **This should be noted on the expense report**

				11/13/2018
Allowable M&IE per GSA Website				\$ 61.00
Meal				\$ (21.60)
Meal Per Diem Remaining				\$ 39.40
Allowable Lodging Per GSA Website				\$ 145.00
Meal Per Diem Remaining				\$ 39.40
Allowable Room Per Diem				\$ 184.40



FSRs – Foreign Currency

- Grant Recipients should submit requests for reimbursement in United States dollar amounts
- If the original cost is in a foreign currency, the Grant Recipient must convert the cost to a dollar amount and provide documentation of the exchange rate used for the conversion.



FSRs - Travel

Q & A



Financial Status Reports – Personnel / Fringe



FSRs-Personnel/Fringe

Findings & Errors

- Missing timesheets
- Missing certification of time
- Missing payroll ledger
- Tuition payments - employee is not listed on Personnel Level of Effort (PLOE)
- PLOE not valid for current reporting period
- Missing breakdown of types of fringe



FSRs-Personnel/Fringe

Timesheets / Records of Actual Time Worked

- Time sheets or other records of actual hours worked **must**:
 - Reflect an after-the-fact distribution of the actual time spent on each activity

P&P Guide Reference:
10.2 Personnel Expense Category



Personnel Level of Effort (PLOE)



PLOE

- For salary expenses show the position name, title, and level of effort on the PLOE **prior** to submitting for payment
- **Keep PLOEs current** (if end date prior to FSR period, submit new PLOE with FSR)
- Update PLOEs prior to submission of the FSR



PLOE

Budget Summary

Details Year 1

Details Year 2

Personnel Level of Effort

Financial Status Reports

Payments

Other Financial Reports

Personnel Level of Effort

Senior/Key Person and Other Personnel			Level of Effort (LOE)	Year 1	Year 2	Total Person Months Per Person
First Name	Last Name	Role on Project				
<div style="width: 40px; height: 30px; border: 1px solid #ccc;"></div>	<div style="width: 40px; height: 30px; border: 1px solid #ccc;"></div>	Co-investigator	Type Appt. (months)	12	12	
			Effort on Project	0.00%	2.00%	
			Person Months	0.00	0.24	
<div style="width: 40px; height: 30px; border: 1px solid #ccc;"></div>	<div style="width: 40px; height: 30px; border: 1px solid #ccc;"></div>	PI/PD/CR	Type Appt. (months)	12	12	
			Effort on Project	10.00%	10.00%	
			Person Months	1.20	1.20	
<div style="width: 40px; height: 30px; border: 1px solid #ccc;"></div>	<div style="width: 40px; height: 30px; border: 1px solid #ccc;"></div>	Senior Research Assistant	Type Appt. (months)	12	12	
			Effort on Project	50.00%	50.00%	
			Person Months	6.00	6.00	
Total Person Months Per Year				7.20	7.44	14.64

Enter
information for
all 3 categories



PLOE



When grant moves to closeout status from active status (equivalent to the contract end date), the PLOE **cannot** be revised in CARS-CGMS, and any expenses related to personnel not listed on the PLOE **will not be reimbursed**



Personnel Level of Effort Form

Q & A



No Cost Extensions (NCE)



NCE

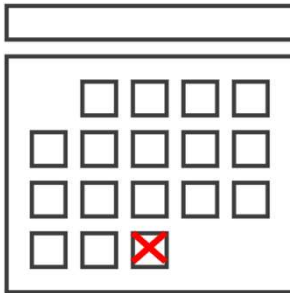
- No Cost Extensions- Decisions regarding NCE are based on several factors including the documentation of progress and documentation that the work proposed for the NCE is consistent with the initial award.
- CPRIT will not approve a NCE without a PI level of effort appropriate to scope of work being conducted
- If you receive a no-cost extension, you must complete a PLOE for the extension time period.
- For NCE's, the final report date changes but an additional annual report is required as well as quarterly reports until the end of the contract



NCE

➤ No Cost Extensions

- Include time, process and justification requirements
- PI needs to have measurable level of effort during an approved NCE
- In order to receive a no cost extension, a grantee must be in good fiscal and programmatic standing
- No automatic approval of a grantee's first no cost extension request



- Must be submitted at least **30 days prior** to contract termination but not more than 180 days prior



NCE

For No Cost Extensions (NCEs) the **PLOE comes in as a zero by default** – make sure PLOEs are current and accurate for NCEs



NCE

Other Personnel	Level of Effort (LOE)	Year 1	Year 2	Year 3	Year 4	Total Person Months Per Person
Role on Project						
Program Coordinator	Type Appt. (months)	0	0	12	12	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
	Person Months	0.00	0.00	12.00	0.00	12.00
Co-Program Director	Type Appt. (months)	12	12	12	12	
	Effort on Project	8.00%	8.00%	8.00%	0.00%	
	Person Months	0.96	0.96	0.96	0.00	2.88
Project Assistant	Type Appt. (months)	0	0	4	12	
	Effort on Project	0.00%	0.00%	60.00%	0.00%	
	Person Months	0.00	0.00	2.40	0.00	2.40
Program Assistant	Type Appt. (months)	0	12	12	12	
	Effort on Project	0.00%	10.00%	10.00%	0.00%	
	Person Months	0.00	1.20	1.20	0.00	2.40
Co-Program	Type Appt. (months)	12	12	12	12	
	Effort on Project	0.00%	8.00%	8.00%	0.00%	
	Person Months	0.96	0.96	0.96	0.00	2.88
Program Coordinator	Type Appt. (months)	0	0	4	12	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
	Person Months	0.00	0.00	4.00	0.00	4.00
Project Assistant	Type Appt. (months)	0	0	4	12	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
	Person Months	0.00	0.00	4.00	0.00	4.00
PI/PD/CR	Type Appt. (months)	12	12	12	12	
	Effort on Project	50.00%	50.00%	50.00%	0.00%	
	Person Months	6.00	6.00	6.00	0.00	18.00
Project Assistant	Type Appt. (months)	0	0	1	0	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
	Person Months	0.00	0.00	1.00	0.00	1.00
Total Person Months Per Year		7.92	9.12	32.52	N/A	49.56

**Example of a NCE
which resulted in a
Year 4 – automatically
populates with zeros**



Grant Support



Points of Contact

Technical Issues?

Contact CPRIT Helpdesk

Programmatic/ Content questions?

Contact the CPRIT Program Manager

Financial Questions/Issues?

Contact CPRIT Finance Manager/ Grant Accountant



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